

A	93.3 - 100%	B	83.3 – 86.6%	C	73.3 – 76.6%	D	60 – 66.6%
A-	90 – 93.2 %	B-	80 – 83.2%	C-	70 – 73.2%	F	0 – 59.9%
B+	86.7 – 89.9%	C+	76.7 – 79.9%	D+	66.7 – 69.9%		

EXAMS: There will be 1 midterm exam and 1 final exam, and both will be a mixture of true/false, matching, and multiple choice questions. These exams are to be completed without the use of textbooks, notes or other materials. If you want to do well on the exams, you will need to complete the assigned reading, review the study guide posted on Blackboard, and review the assigned study questions (which do not need to be turned in) and have a good grasp of the material presented in the course. You will only need a number 2 pencil, as you will be provided a ScanTron form on which to record the exam answers. A slight grading curve is usually applied to the exams, but in no case will this result in a student’s grade being lowered. No electronic devices of any kind may be used or active during exams.

QUIZZES: There will be a quiz given during most of the lecture meetings of the course. They will be given at random times, usually at the beginning of class, and lasting about 10 minutes each. The quiz questions will be based mostly on the lab materials, exercises and demonstrations. Any of your own class materials may be used to help you complete the quizzes, so it is a good idea to bring all your materials (textbook, part drawings, notes) to each lecture meeting. Quizzes will be given using Top Hat classroom engagement software. You will need to set up a Top Hat account during the first week of class and have a smart phone, tablet, or laptop to access the Top Hat software during class. You will need your Top Hat account by the second lecture meeting.

HOMEWORK: The main homework you will have in this course is reading the textbook. If you want to do well in this course, you will need to complete the assigned reading. We will be covering about 75% of the textbook, which is a significant amount of reading. You should also watch the videos on YouTube that show how to complete lab assignments before lab each week. Use of cell phones will not be permitted during the lab sessions except in the PLMS 116 classroom.

LATE ASSIGNMENTS: Any work turned in after the due date will lose one letter grade (below the earned grade) for each week past the due date. If any quizzes or exams are missed, they may not be taken later without a doctor’s note.

ATTENDANCE: Because true learning occurs only when the learner is an active participant in the learning process, your active participation in this class is essential and expected. You will receive participation points (part of the quizzes) for attending the lectures. Missing any lecture or lab session will be detrimental to your success and ultimately your grade in this course. You will be required to stay for the entire duration of each lecture and lab session unless dismissed by the instructor. Every class meeting will provide opportunities for both lecture and demonstration material to be received. Do not expect the instructor to provide special make-up demonstrations of missed material.

CLEANUP: Laboratory cleanup is very important in this course. Consequently, failure to properly clean up will reduce your final grade by a third of a letter grade per occurrence (example B- to C+). Each student will have an assigned cleanup area for which he/she is responsible. Cleanup will take place during the last 15 minutes of each lab session, so in order to participate in cleanup, you must be present at the end of each lab session.

LAB MONITORS AND TEACHING ASSISTANTS: There will be students in the labs at various times who are Lab Monitors and/or Teaching Assistants. Part of their duties are to make sure that all students are wearing safety glasses, closed-toed shoes and any other Personal Protective Equipment (PPE) that is required for specific lab activities. They have the authority to tell students who are not following safety procedures to leave the lab immediately. They also have the authority to enforce proper cleanup procedures by all students.

SAFETY: Everyone in Plumas 114, 116 and 121 must wear eye protection and closed-toed shoes at all times except in the areas of Plumas 114 between the entrance door and yellow/black limit lines on the floor. Anyone failing to comply with all lab safety rules will be told to leave the lab immediately and not be allowed to return to the lab that day. Repeated offenses will result in failing the course. No student may work in these labs without first passing the safety quiz (60%) and signing an Acknowledgement of Lab Safety Policies and Procedures.

COMMUNICATION: Please see me if you feel you are falling behind, or want to discuss anything associated with this course. Good communication is essential for your success in this course! Please feel free to stop by during my office hours, call me on my office or cell phone, text me on my cell phone, or email me. (If you prefer email, my CSUC email is the best way to contact me. Do not use the Blackboard email, as I seldom check it.) The earlier I am aware of any problems you may be having, the earlier a solution can be developed and the more likely you are to succeed in this course.

ACADEMIC INTEGRITY:

Students are expected to be familiar with the University's Academic Integrity Policy. Your own commitment to learning, as evidenced by your enrollment at California State University, Chico, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Judicial Affairs. The policy on academic integrity and other resources related to student conduct can be found at: <http://www.csuchico.edu/sjd/integrity.shtml>.

DISABILITY SERVICES:

If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Please also contact the Accessibility Resource Center (ARC) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. ARC will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations. The ARC website is <http://www.csuchico.edu/arc/>.

STUDENT SERVICES:

Student services are designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. Students can find support for services such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. Student services information can be found at: <http://www.csuchico.edu/current-students>.

Name: _____

Assigned Lab #: _____

GRADE TRACKING SHEET for SMFG 160

Laboratory Exercises: (35% of Final Grade)	Grade*	Hours	Points**	Range
Arc Weld (butt joint) <i>Due week 10</i>		4		0-40
Sand Casting <i>Due week 14</i>		4		0-40
#17 – Fixed Hook Support <i>Due week 15</i>		3		0-30
#1 – Cable Drum <i>Due week 15</i>		1.5		0-15
#2 – Drum Spacer <i>Due week 15</i>		1		0-10
#9 – Frame Pawl <i>Due week 13</i>		2		0-20
#10 – Plunger Pin (heat treated) <i>Due week 15</i>		1		0-10
#36 – Handle Pawl Stop <i>Due week 13</i>		2		0-20
#37 – Handle Pawl <i>Due week 13</i>		1.5		0-15
#38 – Handle Pawl Adjuster <i>Due week 13</i>		.5		0-5
#25 – Cable Drum Spring <i>Due week 13</i>		.5		0-5
Bending, Forming, Punching, Drilling <i>Due week 15</i>		4		0-40
Assembly and Testing <i>Due week 16</i>		4		0-40
Painting or Powder Coating <i>Due week 16</i>		1		0-10
Total Lab Points for Semester (300 max.)				
Extra Credit Points				Lab Grade:
<p>* Lab activity grade is based on a scale of 0 to 10. ** Grade x Hours = Points</p>				

Quizzes: (15%)	1	2	3	4	5	6	7	8	9	10	Total

Mid-Term (25%)	Score:	Grade:
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Final Exam (25%)	Score:	Grade:
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Lab Clean Up Responsibility:

Course Grade:
